



POSITION	Assisted Living Coordinator
WAGE/SALARY	\$31.00 to \$35.00 per hour depending on education and experience
STATUS/CONTRACT	Fulltime (72 hour pay period)
SUPERVISOR	Health & Wellness Manager
LOCATION	Atlin BC
CLOSING DATE	Until filled

POSITION SUMMARY

The Assisted Living Coordinator will be directly interacting with Taku River Tlingit Citizens, on a daily basis, providing care and programming directly with increasing the awareness and promoting a healthy living lifestyle. Supporting and supervising the home support workers team and, Community Cook reporting directly to the Health & Wellness Manager. A knowledge of services in the community and neighbouring communities is a must to utilize all resources available to ensure the safety and health of all community members. This position requires some travel between Atlin, 5 Mile and occasionally Whitehorse. The primary work location will be at 5 Mile, Tutan Hit Building. This candidate will display a commitment and compassion for clients and must adhere to confidentiality.

DUTIES AND RESPONSIBILITIES

- Develop and maintain healthy relationships with all community members. Understanding their needs for a healthy lifestyle and assisting them where possible to develop such
- Assess clients needs as to needing extra support in home care and to which level that is needed. Aligning clients with programs specific to their needs/interests
- Oversee weekly client support list from the weekly schedule the home support workers provide the week prior, for the following day/week as to client care
- Supervise over home support workers to ensure all documentation is recorded in full and on time at every visit to each client. If no care is provided to a client on a scheduled day a report must be written as to why. (Substance abuse, refusal, not home etc)
- Complete a weekly review of client care records and look for increased or decreased services or discrepancies. Maintaining up to date records for each client.
- Reporting concerns for team or clients to Health Manager
- Ensuring Food Bank clients/ documents and program are maintained and organized as to scheduling of delivery and organization of hamper pick up. Ensuring client data is up to date and relevant
- Assist the home support workers in the weekly meal plan for Elder Meal assistance 3x per week keeping in mind any client dietary restrictions
- Ensure cleaning supplies, groceries, incontinence supplies and dietary supplements are in stock as needed
- Report and review with Health manager weekly to discuss ongoing community care needs, programming maintenance and opportunities
- Able to acquire Food safe and First Aid training within first 3 months of employment
- Work with Health Manager to implement healthy and consistent programming into the community
- Plan, coordinate and deliver consistent community gathering programming
- Always demonstrate and maintain a positive and healthy image within the community
- Strive to be improving existing services and programming and adapt as needed
- Sufficient with computer knowledge in Word/Excel/Email/Typing and reporting storage
- Attend Health and Wellness department staff meetings when required and provide progress updates and concerns to team members

- Other duties as required

EDUCATION, SKILLS AND EXPERIENCE

- Completion of secondary education with post graduate education in Social Work or equivalent transferrable skills and knowledge
- 3 years experience working directly with Health and Wellness Programs within community
- 5 years experience in a supervisory position
- Experience with cooking for large groups of 75+ people with a valid food safe certificate
- First Aid Level one-all levels above considered an asset

CONDITIONS OF EMPLOYMENT

- Vulnerable Sector Criminal Record Check
- Class 5 valid drivers license
- References

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com titled:

- No phone calls will be entertained
- We thank all those who apply but only those who are being considered will be contacted
- Preference given to Taku River Tlingit First Nation Citizens
- We are only able to accept applications from permanent Canadian residents